

DIRECTOR OF ECONOMIC DEVELOPMENT APPOINTED

Class Status: Unclassified FSLA: Exempt

Department: Economic Development

<u>POSITION SUMMARY:</u> The Director of Economic Development will assist the Administration on all matters related to the attraction, growth and retention of business and industry within or near the City of Shreveport, with particular emphasis on economic development in historically underserved neighborhoods. The Director will assist the Administration in business negotiations and in the application of City incentives. A strong collaborator, communicator, and team player, the Director will assist the Administration to manage relationships with all local, regional, statewide and federal economic development partners to stimulate the growth and vitality of the local economy.

ESSENTIAL JOB FUNCTIONS:

The Director of Economic Development will:

- Assist the Administration in collaborating with state and local economic development partners to develop incentive structures and packages to attract and retain business and industry.
- Develop and implement strategies for economic development in historically underserved neighborhoods of Shreveport
- Prepare regular briefings for the Administration and the City Council to keep them abreast of progress on projects and programs within the Shreveport economic development ecosystem, and make recommendations, as necessary.
- Serve as the central point of contact for all economic development projects.
- Attend, as needed, meetings with the City's economic development partners including, but not limited to the Greater Shreveport Chamber of Commerce, the Shreveport-Bossier African American Chamber of Commerce, the North Louisiana Economic Partnership (NLEP), Downtown Development Authority (DDA) and the Downtown Shreveport Development Corporation (DSDC), BRF, the Entrepreneurial Accelerator Program (EAP) of the BRF, and The Port of Caddo-Bossier.
- Manage relationships within the business community and intervene, as necessary, to ensure ongoing satisfaction with doing business in Shreveport.
- Maintain metrics for economic development wins and prepare communications copy for the Administration and the City Council.



MINIMUM QUALIFICATIONS:

Knowledge of:

- Operational characteristics, services, and activities of an economic development program.
- Economic development in historically underserved neighborhoods.
- Principles and practices of program management, development, and administration.
- Principles and practices of municipal budget preparation and administration.
- Management skills to analyze programs, policies, and operational needs.

Ability to:

- Determine the feasibility of various economic development projects.
- Work with businesses and community leaders to identify and expand business opportunities in historically underserved neighborhoods.
- Identify and respond to community issues, concerns, and needs.
- Develop and administer goals, objectives, and procedures.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Communicate clearly and concisely, both orally and in writing.

Experience:

Five years of increasingly responsible experience in public administration, economic development or a related field.

Training:

Bachelor's degree from an accredited college or university with major course work in business or public administration, finance, or a related field.

How to Apply:

Please send all application materials to mayor@shreveportla.gov. Closing date for applications is May 20, 2023.

The City of Shreveport is an Equal Opportunity Employer